

STATE OF MAINE

BARBERING AND COSMETOLOGY

Out-of-State Information Packet



DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

Office of Licensing and Registration
Board of Barbering and Cosmetology

35 State House Station

Augusta, ME 04333

Telephone: (207) 624-8579

TTY/HEARING-IMPAIRED: (888) 577-6690

FAX: (207) 624-8637

Email cathleen.a.bitz@maine.gov

OUT OF STATE APPLICANT

If you are applying for licensure in Maine and hold a license from another state, please following the instructions below.

DO YOU HOLD A VALID COSMETOLOGY LICENSE IN ANOTHER STATE?

If you hold a valid license in another state and meet ONE of the following requirements for licensure in Maine.

COSMETOLOGY Education:

- A. Satisfactorily completed 1,500 hours of cosmetology instruction in a licensed school in not less than 9 months; or
- B. Satisfactorily completed a course of study in cosmetology in a licensed school plus show proof of work experience as a cosmetologist totaling at least 2,500 hours; or
- C. Satisfactorily completed a 2,500-hour cosmetology trainee/apprenticeship program.

The following information must be submitted. Incomplete applications will be returned.

1. Submit completed **application form with application fee and license fee** as indicated on application;
2. Submit proof of being at least 17 years of age (birth certificate/driver's license, etc.);
3. Submit proof of having completed a 10th grade education or its equivalent;
4. An original verification of licensure from the state you currently hold your license. This document is used to verify:
 - Your professional education and hours granted;
 - Verify that you took and passed a state level written and practical examination.
(You must have taken a state level examination for both the cosmetology written and practical examination. If not, you will be subject to taking the Maine exam.)
A form is enclosed in this packet which you may send to your state to be completed. Do not complete this form yourself except as indicated. A state may use their own format, however, all of the information on the enclosed Maine form must be provided in order for this Office to clearly determine your qualifications; and
 - Current license and status of that license.
5. Licensed work experience may be considered if you have less than the required number of hours of schooling. You must submit your evidence of Work Experience on the form provided in this application packet.

Please refer to the Maine State Barbering and Cosmetology Licensing Laws and Rules for more information when completing your application.

If you do not qualify for licensure, you may be deemed eligible for examination. If so, you may apply for a temporary permit only while pending to take your examination. This is a one-time permit and will only be valid for a six-month from the date issued and cannot be renewed.

You must submit all required fees and supporting documents with your application. Incomplete applications and lack of supporting documentation and/or fees will result in your application being returned to you and may cause a delay in obtaining a license. Documents with different name eg. marriage/divorce etc. must have supporting information to verify a legal name change.

Documents submitted to this office that have been altered, defaced or modified will NOT be accepted.

DO YOU HOLD A VALID MANICURING LICENSE IN ANOTHER STATE?

If you hold a valid license in another state and meet ONE of the following requirements for licensure in Maine.

State of Maine Professional Educational Requirements for Manicuring Licensure:

MANICURING Education:

- A. Satisfactorily completed 200 hours of manicuring instruction in a licensed school in not less than 5 weeks; or
- B. Satisfactorily completed a course of study in manicuring in a licensed school plus show proof of work experience as a manicurist totaling at least 400 hours; or
- C. Satisfactorily completed a 400 manicuring trainee/apprenticeship program.

The following information must be submitted. Incomplete applications and missing documents will be returned.

1. Submit completed **application form** with **application fee and license fee** as indicated on application;
2. Submit proof of being at least 17 years of age (birth certificate/driver's license, etc.);
3. Submit proof of having completed a 10th grade education or its equivalent;
4. An original verification of licensure from the state you currently hold your license. This document is used to verify:
 - Your professional education and hours granted;
 - Verify that you took and passed a state level written and practical examination. (*You must have taken a state level examination for both the cosmetology written and practical examination. If not, you will be subject to taking the Maine exam*) A form is enclosed in this packet which you may send to your state to be completed. Do not complete this form yourself except as indicated. A state may use their own format, however, all of the information on the enclosed Maine form must be provided in order for this Office to clearly determine your qualifications; and
 - Current license and status of that license.
5. Licensed work experience may be considered if you have less than the required number of hours of schooling. You must submit your evidence of Work Experience on the form provided in this application packet.

Please refer to the Maine State Barbering and Cosmetology Licensing Laws and Rules for more information when completing your application.

If you do not qualify for licensure, you may be deemed eligible for examination. If so, you may apply for a temporary permit only while pending to take your examination. This is a one time permit and will only be valid for a six-month from the date issued and cannot be renewed.

You must submit all required fees and supporting documents with your application. Incomplete applications and lack of supporting documentation and/or fees will result in your application being returned to you and may cause a delay in obtaining a license. Documents with different name eg. marriage/divorce etc. must have supporting information to verify a legal name change.

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DO YOU HOLD A VALID BARBER LICENSE IN ANOTHER STATE?

If you hold a valid license in another state and meet ONE of the following requirements for licensure in Maine.

State of Maine Professional Educational Requirements for Barber Licensure:

BARBER Education:

- A. Satisfactorily completed 1,500 hours of barbering instruction in a licensed school in not less than 9 months; or
- B. Satisfactorily completed a course of study in cosmetology in a licensed school plus provide proof of work experience as a barber totaling at least 2,500 hours; or
- C. Satisfactorily completed 2,500 hours of barber trainee/apprenticeship program.

The following information must be submitted. Incomplete applications and missing documents will be returned.

- 1. Submit completed **application form** with **application fee and license fee** as indicated on the application;
- 2. Submit proof of being at least 17 years of age (birth certificate/driver's license, etc.);
- 3. Submit proof of having completed a 10th grade education or its equivalent;
- 4. An original verification of licensure from the state you currently hold your license. This document is used to verify:
 - Your professional education and hours granted;
Verify that you took and passed a state level written and practical examination. *(You must have taken a state level examination for both the cosmetology written and practical examination. If not, you will be subject to taking the Maine exam.)* A form is enclosed in this packet which you may send to your state to be completed. Do not complete this form yourself except as indicated. A state may use their own format, however, all of the information on the enclosed Maine form must be provided in order for this Office to clearly determine your qualifications; and
 - Current license and status of that license.
- 5. Licensed work experience may be considered if you have less than the required number of hours of schooling. You must submit your evidence of Work Experience on the form provided in this application packet.

Please refer to the Maine State Barbering and Cosmetology Licensing Laws and Rules for more information when completing your application.

If you do not qualify for licensure, you may be deemed eligible for examination. If so, you may apply for a temporary permit only while pending to take your examination. This is a one time permit and will only be valid for a six-month from the date issued and cannot be renewed.

You must submit all required fees and supporting documents with your application. Incomplete applications and lack of supporting documentation and/or fees will result in your application being returned to you and may cause a delay in obtaining a license. Documents with different name eg. marriage/divorce etc. must have supporting information to verify a legal name change.

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DO YOU HOLD A VALID AESTHETICIAN LICENSE IN ANOTHER STATE?

If you hold a valid license in another state and meet ONE of the following requirements for licensure in Maine.

State of Maine Professional Educational Requirements for Aesthetic Licensure:

AESTHETICIAN Education:

- A. Satisfactorily completed 600 hours of aesthetics instruction in a licensed school in not less than 5 months; or
- B. Satisfactorily completed a course of study in aesthetics in a licensed school plus work experience as an aesthetician totaling at least 1,000 hours; or
- C. Satisfactorily completed a 1,000-hour aesthetic trainee/apprenticeship program.

The following information must be submitted. Incomplete applications and missing documents will be returned.

1. Submit completed **application form** with **application fee and license fee** as indicated on application;
2. Submit proof of being at least 17 years of age (birth certificate/driver's license, etc.);
3. Submit proof of having completed a 10th grade education or its equivalent;
4. An original verification of licensure from the state you currently hold your license. This document is used to verify:
 - Your professional education and hours granted;
Verify that you took and passed a state level written and practical examination. *(You must have taken a state level examination for both the cosmetology written and practical examination. If not, you will be subject to taking the Maine exam.)* A form is enclosed in this packet which you may send to your state to be completed. Do not complete this form yourself except as indicated. A state may use their own format, however, all of the information on the enclosed Maine form must be provided in order for this Office to clearly determine your qualifications; and
 - Current license and status of that license.
5. Licensed work experience may be considered if you have less than the required number of hours of schooling. You must submit your evidence of Work Experience on the form provided in this application packet.

Please refer to the Maine State Barbering and Cosmetology Licensing Laws and Rules for more information when completing your application.

If you do not qualify for licensure, you may be deemed eligible for examination. If so, you may apply for a temporary permit only while pending to take your examination. This is a one time permit and will only be valid for a six-month from the date issued and cannot be renewed.

You must submit all required fees and supporting documents with your application. Incomplete applications and lack of supporting documentation and/or fees will result in your application being returned to you and may cause a delay in obtaining a license. Documents with different name eg. marriage/divorce etc. must have supporting information to verify a legal name change.

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DO YOU HOLD A VALID INSTRUCTOR LICENSE IN ANOTHER STATE?

If you hold a valid license in another state and meet the following requirement, you may qualify for licensure.

Please Note: You must hold a valid Maine Cosmetology or Barber License if applying for instructor license.

State of Maine Professional Educational Requirements for Instructor Licensure:

Maine Requirements for Licensure for Instructors:

- A. Hold a valid Maine Cosmetology or Barber license and satisfactorily completed a 1,000 hour course of study for the preparation of barber or cosmetology instructors in a school for barbering or cosmetology; or
- B. Satisfactorily completed 1½ post secondary credits; or
Satisfactorily completed 14 clock hours of continuing education within the past two years from the date of application in courses related to teaching.

Requirements to apply for an INSTRUCTOR'S license:

- 1. Submit completed **application form** with **application fee and license fee** as indicated on application;
- 2. Submit proof of a high school diploma or its equivalent;
- 3. Must demonstrate experience as a licensed cosmetologist or barber for two consecutive calendar years; and
 - A. Submit an official certificate or transcript of 14 clock hours or 1½ post secondary credits of continuing education within the past two years related to teaching; **or**
 - B. Submit an official certificate or transcript of 12 credits from a post secondary school in courses related to teaching and demonstrate having three years of work experience as a cosmetologist or barber within the last eight years; and
- 4. An original verification of licensure from the state you currently hold your license. This document is used to verify:
 - Your professional education and hours granted;
 - Verify that you took and passed a state level written and practical examination. (You must have taken a state level examination for both the cosmetology written and practical examination. If not, you will be subject to taking the Maine exam.) A form is enclosed in this packet which you may send to your state to be completed. Do not complete this form yourself except as indicated. A state may use their own format, however, all of the information on the enclosed Maine form must be provided in order for this Office to clearly determine your qualifications; and
 - Current license and status of that license.

If you do not qualify for licensure, you may be deemed eligible for examination. You will be informed if this is the case.

You must submit all required fees and supporting documents with your application. Incomplete applications and lack of supporting documentation and/or fees will result in your application being returned to you and may cause a delay in obtaining a license. Documents with different name eg. marriage/divorce etc. must have supporting information to verify a legal name change.

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STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF BARBERING & COSMETOLOGY
35 STATE HOUSE STATION
AUGUSTA, ME 04333-0035
TELEPHONE: (207) 6248579
TTY/ HEARING IMPAIRED: (888) 577-6690
FAX: (207) 624-8637

OUT-OF-STATE-APPLICATION

FOR OFFICE USE ONLY	
TYPE:	_____
APPROVED BY:	_____
ISSUE:	_____
EXP.:	_____
CN:	_____
	47021446
	47022619

FEE: Make check payable to **TREASURER, STATE OF MAINE**. If you choose to pay by credit card, please complete and submit an authorization form. **Total amount due is \$65.00.**

Application fee for all license categories: (1446)\$50.00

License: (check one)

- ☐ Cosmetologist
☐ Barber
☐ Aesthetician
☐ Manicurist
☐ Instructor Barber

Maine Barber license number and expiration date _____

☐ Instructor Cosmetologist

Maine Cosmetology license number and expiration date _____

Criminal History Record Check fee (2619) \$15.00

Name:		
Any Other Names Used:		
Social Security #:		Date of Birth:
Contact Address:		
City:	State:	Zip Code:
County:		Telephone #:

SCHOOLING INFORMATION

Name of School:		
School Address: (Line 1)		
City:	State:	Zip Code:
County:		Telephone #:
Type of Course Completed	How many hours did you complete?	Month and Year you Graduated

Check appropriate response to the questions. Any **YES** response must be fully explained by written statement on a separate sheet of paper, signed and dated, and submitted with your application.

HAVE YOU EVER:

1. Had any state or territory of the U.S. or province/territory of Canada EVER deny your application for any type of professional license, certificate or registration, or taken any disciplinary action against the license issued to you in that jurisdiction (including, but not limited to, warning, reprimand, fine, suspension, revocation or restrictions in permitted practice, probation with or without monitoring)? ☐ YES ☐ NO

2. Left a regulatory jurisdiction while allegations were pending? ☐ YES ☐ NO

3. Been convicted of a crime (other than minor traffic violations) ?

If the answer is YES, please submit a written statement in your own words of the incident along with any all Court documents. ☐ YES ☐ NO

I, the undersigned, in making this application, swear or affirm that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to suspend or revoke a license issued by the board. I further authorize all law enforcement agencies and officials thereof to release to the Maine State Board of Barbering and Cosmetology any and all criminal history record information pertaining to said applicant.

Notice regarding Social Security Number Disclosure

The following statement is made pursuant to the Privacy Act of 1974 section 7 (B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 MRSA section 175 as authorized by the Tax Reform Act of 1976 (42 USC section-405 (C) (2) (1)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 MRSA section 191.

Notice regarding Public Information

This application is a public record for purposes of Maine's Freedom of Access Law, 1 MRSA §401, et seq. Public records must be made available to any person upon request. Information that you supply as part of this application (except your Social Security number) is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, contact address and other information listed on this application may be posted on the State's website.

The undersigned applicant further authorizes all law enforcement agencies and officials thereof to release to the Maine State Board of Barbering & Cosmetology any and all criminal history record information pertaining to said applicant.

Pursuant to Title 32 §14226(4), you must apply for your first license within **90 days** of notification of passing the examination. Failure to do so may require you to retake the full examination.

Pursuant to 5 M.R.S.A. §5301-5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration **requires** a criminal history records check as part of the application process for each application filed with this office.

Public Law Chapter 401, sec. W-1, amends Title 25 §1541, sub-§6 to allow the State Bureau of Identification to charge a fee to government organizations for services provided. As of October 1, 1999 all criminal background checks of individuals are subject to a fee as determined by the Commissioner of Public Safety, which shall be \$15.00 as of May 1, 2003.

SIGNATURE OF APPLICANT

DATE



John Elias Baldacci
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
BOARD OF BARBERING & COSMETOLOGY
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

ANNE L. HEAD
DIRECTOR

CERTIFICATION OF STATE LICENSURE

Please submit this form to the State where you hold or have held a license. Do not complete any part of this form except where noted. This form must be completed by the State Licensure Board and must be sent to this Office together with your application and other supporting documents. **This document will NOT be accepted if it is a copy, defaced or altered, or not accurately completed in full.**

THIS SECTION TO BE COMPLETED BY THE APPLICANT – Print Legibly

Full Name		
Complete Address		
City:	State:	Zip Code:

THIS SECTION BE COMPLETED BY THE STATE LICENSING BOARD OR JURISDICTION ONLY

Type License Held: <input type="checkbox"/> Cosmetology <input type="checkbox"/> Manicuring <input type="checkbox"/> Barber <input type="checkbox"/> Aesthetic <input type="checkbox"/> Instructor Barber <input type="checkbox"/> Instructor Cosmetologist <input type="checkbox"/> Other _____		
License Number	Expiration Date	First Issue Date
Has your state or territory of the U.S. or province/territory of Canada EVER denied this person's application for any type of professional license, certificate or registration, or taken any disciplinary action against the license issued (including, but not limited to, warning, reprimand, fine, suspension, revocation or restrictions in permitted practice, probation with or without monitoring)? <input type="checkbox"/> YES <input type="checkbox"/> NO If, yes please attach a copy of any board order issued or consent agreement, or a separate letter with details.		

HOW WAS THE LICENSE GRANTED

<u>By Reciprocity or Endorsement from another State.</u> <i>If so, what State?</i> → →		
<u>By Examination.</u> <i>If so, in what areas was this person Examined?</i> → →		<input type="checkbox"/> Written Practice Examination. If so, note type. <input type="checkbox"/> Board created written exam <input type="checkbox"/> Nationally recognized written exam <input type="checkbox"/> Practical Examination. If so, note type. <input type="checkbox"/> Board created practical exam <input type="checkbox"/> Nationally recognized practical exam
Professional Education: AFFIX STATE SEAL HERE	School Attended:	
	Number of Hours Credited for the type license noted above:	
	STATE COMPLETING THIS FORM	
	Signature and Title of State Official	Date



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ANNE L. HEAD
DIRECTOR

EVIDENCE OF WORK EXPERIENCE

This section is to be completed by the prospective applicant.

Applicant's Full Name (Print legibly) >>>>	Last	Name	Middle
Applicant's Current Address >>>>	Street		
	City	State	Zip
Check type license >>>>	<input type="checkbox"/> Cosmetologist		<input type="checkbox"/> Barber
	<input type="checkbox"/> Aesthetician		<input type="checkbox"/> Manicurist

THIS SECTION TO BE COMPLETED BY THE CURRENT OR FORMER EMPLOYER

I, hereby certify that the above named practiced as a/an: check one <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Barber <input type="checkbox"/> Aesthetician <input type="checkbox"/> Manicurist	
Name of Employer:	
Shop Name:	
Employer Address:	
City/State/Zip:	
The above named was employed as noted above from the date of _____ to _____	
For purposes of evaluating time worked, please list the number of average hours worked each week OR total amount of hours during employment period. _____ hrs. per week OR _____ total hrs.	
Employer's Signature:	Date:



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Maine State Board of Barbering & Cosmetology
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John Elias Baldacci
GOVERNOR

ANNE L. HEAD
DIRECTOR



AUTHORIZATION OF CREDIT CARD PAYMENT

Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your application. Payment through credit cards will not be processed without this authorization form.

Name: (applicant fees being paid for)		
Mailing Address: (applicant fees being paid for)		
City:	State:	Zip Code:
County:		Telephone #:
Name of cardholder: (if other than applicant)		
Mailing Address: (if other than applicant)		
City:	State:	Zip Code:

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my:

☐ Visa ☐ MasterCard Card number _____

Expiration date: ____/____/____ in the amount of: \$ _____

Signature: _____ Date: ____/____/____